

New Prague Alternative Learning Center  
405 1<sup>st</sup> Ave. NW  
New Prague, MN 56071  
Phone: (952) 758 -1745  
Fax: (952)758 -1749

# Student Handbook

## 2013-2014



# WELCOME

New Prague Alternative School welcomes you to the 2013-2014 school year. The faculty and staff hope that this year will be a successful one for you. This handbook is to help you, students and parents, become familiar with the program offered and the procedures and regulations that govern the school. If you have any questions about the information in this book, please feel free to talk to us. Any ideas that might help us improve our school are always appreciated. We hope you have an enjoyable school year.

Mr. Lonnie Seifert  
Principal  
952-758-1201

Mr. Erik Garnass  
Assistant Principal  
952-758-1209

Mrs. Lisa Ruedy-Decker  
NPALC Lead  
952-758-1746

## Independent School District #721

### Mission, Values and Beliefs

#### **MISSION:**

Our mission is to engage and support everyone in high levels of learning in an alternative educational setting.

#### **VISION:**

- Respect diverse thinking
- Model appropriate, positive interactions
- Think globally
- Learn and apply supportive, interactive technologies
- Allocate time and support, using best practice research for our students and staff

#### **GOALS:**

- All students can learn and are entitled to an opportunity for reaching their maximum potential.
- Students need to be present to learn.
- Learners need to be engaged in the development of their personal goals.
- Students need to identify their learning style, develop strengths, and learn to overcome weaknesses.
- Students need to have a supportive environment that encompasses academic, vocational, emotional, and interpersonal needs.
- All learners are responsible for creating a safe, positive, and respectful environment.
- There must be collaboration between family, student, and school.
- Students must have access to district opportunities.
- We must develop partnerships within the community to enhance student opportunities.
- The developments of habits lead to future success.
- Curriculum content must be relevant and rigorous.
- A smaller learning environment fosters a sense of belonging and leads to student success.
- Students are most successful when they feel a sense of community and are actively engaged

## SCHOOL SONG

### Notre Dame Victory March

Cheer, cheer, for our New Prague High  
Strike out your colors, let (footballs) fly.  
New Prague High School, we're for you.  
Don't let anyone win over you.  
Let the cardinal and black lead you on.  
Don't give up until you have won.  
While our loyal boys/girls are marching  
Onward to victory. U-rah, rah!

**School Colors: CARDINAL RED & BLACK**  
**School Mascot: TROJANS**

## STAFF PHONE EXTENSIONS & E-MAIL ADDRESSES

### NEW PRAGUE ALTERNATIVE LEARNING CENTER STAFF

**PROGRAM LEAD:**

Lisa Ruedy-Decker 952-758-1746 lrdecker@np.k12.mn.us

**ADMINISTRATIVE ASSISTANT:**

Brenda Torgerson 952-758-1745 btorgerson@np.k12.mn.us

**TEACHING STAFF:**

Jeff Bruder 952-758-1736 jbruder@np.k12.mn.us  
Jolene Carlson 952-758-1764 jocarlsn@np.k12.mn.us  
Luke Johnson 952-758-1272 ljohanson@np.k12.mn.us  
Sam Lewis 952-758-1747 slewis@np.k12.mn.us  
Lynn Schoenbauer 952-758-1339 lschoenbauer@np.k12.mn.us  
Matt Stensrud 952-758-1241 mstensrud@np.k12.mn.us

**SOCIAL WORKER:**

Katie Hennessy 952-758-1212 khenness@np.k12.mn.us

**GUIDANCE COUNSELORS**

Mike Bartusek (Last Name A-HA) 952-758-1213 mbartuse@np.k12.mn.us  
Katie LoScalzo Last Name HB-O) 952-758-1221 kloscalzo@np.k12.mn.us  
Angie Erickson (Last Name P-Z) 952-758-1214 aerickso@np.k12.mn.us

**HEALTH SERVICES**

Jan Sirek-Meyer 952-758-1706 jmeyer@np.k12.mn.us

**POLICE LIASON**

Officer John Madigan 952-758-1330 jmadigan@np.k12.mn.us

# 2013-14 DAILY SCHEDULE

## DAILY SCHEDULE

Period 1	7:50 – 8:55
Advisory	8:55 – 9:05
Break	9:05 – 9:15
Period 2	9:15 – 10:20
Period 3	10:20 – 11:25
Period 4	11:25 – 12:30
<b>Lunch</b>	<b>12:40 – 1:05</b>
Period 5	1:20 – 2:30

<b>Wednesdays:</b>	Advisory: 7:50-8:30	1 <sup>st</sup> : 8:30-9:30	2 <sup>nd</sup> : 9:30-10:30
3 <sup>rd</sup> : 10:40-11:40	4 <sup>th</sup> : 11:40-12:40	Lunch: 12:50-1:15	5 <sup>th</sup> : 1:25-2:30

## Early Dismissal Schedule

Period 1	7:50 - 8:30
Period 2	8:30 – 9:10
Period 3	9:10 – 9:50
Period 4	9:50 – 10:30
Period 5	10:30 – 11:10

## Two Hour Late Start Schedule

Period 1	9:50 – 10:40
Period 2	10:40 – 11:30
Period 3	11:30 – 12:20
Period 4	12:20 – 1:00
	<b>***Lunch 1:00 – 1:35**</b>
Period 5	1:40 – 2:30

## NEW PRAGUE ALTERNATIVE SCHOOL 2013 - 2014 CALENDAR

September 3	First day of school
October 15	Early release/Conferences
October 16 – 18	No school/EM Professional Days
November 1	No School/Staff Development Day
November 26	End of Trimester 1/ <b>SCHOOL IN SESSION</b>
November 27	No School/Staff Development Day
November 28, 29	No school/Thanksgiving break
December 23 – January 1	No school/Holiday break
January 20	No school/MLK Day/Staff Development Day
January 23	Early Release/Conferences
February 17	No school/Presidents Day
March 6	End of Trimester 2/ <b>SCHOOL IN SESSION</b>
March 7	No school/Teacher Prep/Staff Development
March 10 – 14	No school/Spring Break
April 17	Early release/Conferences
April 18	No school
May 26	No school/Memorial Day
June 5	End of Trimester 3/Last day of school
June 6	New Prague High School Graduation

---

## ACADEMIC INFORMATION

### COURSE OFFERINGS

The following courses are offered at the New Prague Alternative Learning Center through traditional classroom instruction and online learning.

#### Science

Intro to Chemistry  
Intro to Physics  
Biology Micro  
Biology Macro  
Chemistry\*  
Chemistry in the Community\*  
Science Elective

#### English

Writing 9  
Classical Literature 9  
Writing and Speaking 10  
Literature 10  
Business Communication  
US Literature  
Language Arts Electives

#### General Education

Art  
Health/Wellness  
Work Program  
Job Skills  
Technology Exploration  
Physical Education

#### Math

Algebra I\*  
Algebra II\*  
Geometry\*  
Math Standards

#### Social Studies

American Civics  
World History  
Growth of America  
Modern America  
Geography  
Economics  
Social Electives

\*Classes are 2 trimesters length

### GRADUATION REQUIREMENTS

All students receiving a New Prague Diploma must meet the requirements for graduation as prescribed by the State of Minnesota and the School Board of Independent School District #721, New Prague, Minnesota. For a detailed explanation of graduation requirements, see the Student Registration Guide on the NPHS website. Students choosing to receive a diploma from a district other than ISD #721 must meet the requirements for graduation as prescribed by the State of Minnesota and the School Board of that district.

## ATTENDANCE

It is essential that students attend school regularly to ensure academic success. The NPALC adheres to a defined attendance policy. **Students may not exceed 6 absences (excused or unexcused) per trimester.** Failure to meet the attendance requirements of the program may jeopardize a student's enrollment at the NPALC. It is the student's responsibility to make up all work missed due to absence. In accordance with the regulations of the State Department of Education and the Minnesota Mandatory Attendance Law (MN. Stat. 120A.22), students are required to be full time students and attend all assigned classes every day school is in session.

#### **EXCUSED ABSENCES MAY INCLUDE:**

- illness of a student
- extended illness (doctor verification may be required)
- death of a family member
- required court appearance
- pre-approved/planned absences including school related activities or dental/medical appointments which cannot be scheduled outside the school day.

## **UNEXCUSED ABSENCES MAY INCLUDE:**

- oversleeping
- car problems/trouble
- missing bus
- skipping class
- leaving the building without office permission

For students' absence to be excused, the parent or guardian shall notify the school by phone the morning of the absence.

## **TRUANT ABSENCES (MN. STAT. 127.20)**

All absences not otherwise excused are unexcused. Following the 3rd unexcused absence within the school year, a truancy petition will be filed with the County Court Systems. If a student is absent without lawful excuse on three or more class periods on three school days, they are considered a continuing truant. Habitual truancy will be filed on a student who is absent without an excuse for one or more class periods on seven school days. The school is required to report that the student is in violation of the state law on compulsory education to the County Attorney's office.

Any student who leaves school without permission from the office for any purpose will receive an unexcused absence and will not be allowed to return for the remainder of the day. Parents/guardians may not excuse a student for leaving the building if the office has not been notified **prior** to the student leaving. Students who are ill during the day are required to check out through the nurse's office.

## **TARDINESS**

Reporting late for school, classes or any other required activities without approval of the school personnel would be counted as an unexcused absence. **For purposes of definition: tardy is reporting to school 10 minutes or less after the beginning of the school day.** Absences of greater than 10 minutes will be considered absent. Three unexcused tardies will count as one truant (unexcused) absence.

# **BEHAVIOR EXPECTATIONS**

The following is a general description of New Prague High School's building and classroom expectations and consequences when inappropriate behavior occurs.

## **COMPUTER AND INTERNET USAGE**

The use of NPALC computer technology is a privilege, not a right. Students who use the school computers responsibly and adhere to the rules will maintain their computer privileges. Students who do not follow the rules and who abuse these rules will lose their computer privileges. The official Acceptable Use Policy (AUP), which is lengthier and more detailed, can be reviewed by requesting it in the high school office, media center, and computer labs.

Students who use the Internet for study and research must have the Acceptable Use Policy (AUP) agreement signed by the student and their parents. This form will be kept on file. By signing this agreement, students and parents are acknowledging the additional academic responsibilities that come with using the Internet and agree that NPHS computers will be used for educational purposes only. **This means that there will be no e-mailing (unless part of a classroom assignment), no playing of games, no downloading of extraneous files, no chat rooms, and no hacking.** Students who do not follow these rules will lose their computer privileges.

## **DAMAGE OR DESTRUCTION OF SCHOOL/PRIVATE PROPERTY**

A student shall not steal or damage school/private property on the school property or during a school activity, function, or event off school property. Any destruction of school/private property must be paid for by the student.

## **DRUG POSSESSION/USE**

It is the expectation of the NPALC that students are free from influence of any drug/chemical while in school. Students under the influence or in possession of drugs or drug paraphernalia will be referred to the school liaison officer.

## **ELECTRONIC DEVICES**

All electronic devices including, but not limited to, cell phones, IPODS, and head phones must be placed in your backpack, book bag, pocket or locker. *These devices are not to be used at any time during the regular school day without staff permission*

### **Consequences:**

**Referral #1:** Confiscation of the device plus verbal warning. Student will pick up the device at the end of school day from the program staff.

**Referral #2:** Confiscation of the device. Parent will pick up the device at the end of school day from the program lead.

## **LANGUAGE/PROFANITY**

All language used at any time in school is expected to be appropriate. Students will refrain from using profane or vulgar language as well as any language that is threatening or harassing in nature.

## **PICTURES/VIDEO TAPING**

Students are not allowed to take pictures or video tape events within the school or on school property unless it is part of a class project. Cameras, phones, or other electronic devices used to take pictures or film events will be confiscated and disciplinary action will occur.

## **SMOKING POLICY**

Smoking and chewing tobacco are against state law and not allowed on school property at any time. Possession and/or use will result in confiscation of items and further disciplinary action including parental notification and police referral. MSHSL rules will also be applied.

## **STUDENT DRESS**

The school expects students to dress in a clean, safe, and school appropriate manner. Clothing which is disruptive or displays improper language or graphics will be not allowed. Clothing that exposes your shoulders or abdomen is not acceptable. Student skirts and shorts will be of a length that covers to at least the mid-thigh area. Sagging pants that show undergarments will not be allowed. Students will not be allowed to wear on their person any chains, spikes, or any gang related articles or dress. During the school day, caps, hats, hoods, bandanas, or other head coverings are not to be worn by students.

**Dressing in this manner is disruptive to the educational process and New Prague Alternative Learning Center reserves the right to send a student home for appropriate dress.**

## **STUDENT LOCKERS**

School lockers are the property of the school district. The inspection of the interior of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

Locks on lockers are optional for students. Students are not allowed to use non-school issued locks on lockers. School issued locks will be available for a refundable deposit of \$5.00 through the NPALC Office. Any non-school issued locks will be cut off by school staff.



## GENERAL INFORMATION

### BUS TRANSPORTATION

Director: Mr. Most 952/758-1480

Those who use these services are enjoying a privilege, not a right! Acceptable behavior is expected at all times. Consequences may include a warning or loss of bus privileges. Infractions will follow the District Discipline Policy.

### EIGHTEEN YEAR OLDS

Minnesota Law 120.06 states that school districts may impose the same rules and regulations on students 18-21 years of age as those imposed on students under 18. All New Prague High School students are expected to adhere to the same set of policies and guidelines.

### FIRE DRILLS/CODE RED

It is required by law to conduct fire drills/code red drills during the school year. When the alarm sounds, each class should walk rapidly to the nearest exit. All school personnel should advance a minimum of fifty feet beyond the point of exit. When the building has been cleared, bells will ring indicating that students should return immediately to class. Detailed information for evacuating the building will be given early in the school year. Consequences of setting a false fire alarm will follow the District Discipline Policy.

### LEAVING THE BUILDING

Occasionally, students will need to leave the building during the school day. All students leaving the school will be required to have parental permission. Any student who leaves school without permission from the office for any purpose will receive an unexcused absence and will not be allowed to return for the remainder of the day. Parents/guardians may not excuse a student for leaving the building if the office has not been notified **prior** to the student leaving.

### LUNCH POLICY

New Prague Alternative School has a closed lunch period. All students are offered a lunch through the School Lunch Program. The school lunch is a prepaid program. There is an automatic calling system that will notify families when their account reaches a \$20.00 balance per family. Money should be sent at that time to prevent the loss of lunch privileges.

Students not purchasing lunch through the school lunch program are encouraged to bring their own. Students will have access to a fridge and microwave during their lunch period. Students will also be able to purchase snacks before school and during lunch through the school store.

### PARKING

Students who drive to school need to purchase a parking permit. The permit will cost \$120.00 for the year/\$40.00 per trimester. Students desiring a parking slot will need to complete and return the parking permit registration form and \$120.00 to the New Prague Alternative School.

- Students are expected to park in their designated parking area at all times.
- No student parking is allowed on either side of the street on 1<sup>st</sup> Ave NW.
- Parking passes must be displayed on the vehicle's rear view mirror at all times.
- Students drive and park at their own risk. The district accepts no responsibility for damage caused to cars in the parking lot.
- Exhibition or careless driving may result in loss of parking privileges or a formal complaint filed with the police.
- Students **are not permitted to loiter** in the parking lots during the school day.
- Inspection of the parking lots may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. This includes student cars their trunks or bags in the car or trunk.
- **Students who violate school parking regulations could have their vehicles towed. Students/Parents will be responsible for the cost of the tow.**

## **SCHOOL CLOSING NOTIFICATION**

Announcements concerning school closings are given over a number of radio and TV stations whenever school is closed. Families can check with area Twin City television stations and KDRS radio, as well as WCCO radio. School closing information is available by calling the school closing line at 952-758-1780 or view the school closing posted on the web site at [www.np.k12.mn.us](http://www.np.k12.mn.us).

## **TORNADO DRILLS**

- Tornado warning will be received from the New Prague Civil Defense/WCCO.
- When a tornado warning system has been sounded, all teachers and students will proceed to their designated area.

## **VISITORS**

Upon entering the building, visitors are required to stop in the office and register in the guest book. Visitor badges must be worn while they are in the building. Visitors are required to log out when leaving. **Visitors of students at NPALC are not allowed. Students are NOT allowed to bring guests with them to attend classes.**

## **WEBSITE**

The NPALC website is a collection of resources providing a variety of information for students, parents/guardians and the New Prague community.

## **INDEPENDENT SCHOOL DISTRICT #721 POLICIES**

The following policies are governed by the New Prague school board:

### **WEAPONS POLICY**

### **EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITY POLICY**

### **HARASSMENT AND VIOLENCE #3095**

### **HAZING POLICY**

**Complete copies of district policies are available at the District Office, the High School Office or on the district website at [www.np.k12.mn.us](http://www.np.k12.mn.us) [select District Office, School Board Information, then Board policies].**